Windows 2000 Steering Committee
January 26, 2001

Microsoft Attendees:
Caesar Cunningham
Peg Souders

Committee Members Attendees:
Phil Grigg, GA
Gregg Arndt, DOP
Susie Smith, SAO
Mike McVicker, DIS
Dean Schwickerath, DOL
Julian Soh, DOR
Bob Griesel, OFM
Lance Calisch

Guests Attendees:
Keith Kawamura, GA
John Ditto DIS
Larry Colbert, ESD

Project Plan:
Lance Calisch presented an update on the Windows 2000 Server Project. Lance has been with the project for 3 weeks and has met with Microsoft, DIS and the Development Team. He has gained an in-depth understanding of the project tasks and deliverables. Lance commented on the following elements:

- The Development team is comprised of the right people (skills, knowledge, responsibility)
- Caesar, Microsoft, MSC, will be available 3 days per week
- The naming standards document is in development and will be presented to the Steering Committee for review
- As the 3 teams complete their tasks, deliverables will be brought before the committee for review/approval
- Lance will inform the Steering Committee of any project date changes (none to date)

John Ditto, DIS, briefed the group on a new incident report (all Windows 2000 Project incidents will follow the same format).
The incident: When trying to add a user to a Domain Security Group an object was created and was assigned a null value. When the MMC was used to manage the objects it terminated unexpectedly because the object had a null value. MS Premier support was sent a copy of the system for simulation in the Lab. Results will be reported when available.

Mike McVicker, DIS and Peg Souders, MS discussed communication strategy. Mike proposed sending e-mail via the list server to all agencies.

An issues process was proposed and accepted.
When technical issues arise the Development Team should investigate the issue fully at a technical level. When the facts have been discovered and a more complete understanding of the issue developed the Development Team will present it to the Steering Committee for discussion/action.

Question and Answer:
Phil Grigg requested the group read Microsoft Windows 2000 FAQ Sheet For the State of Washington and send responses to him by Wednesday. Phil will collate and distribute the comments to the Steering Committee and set an agenda item for discussion.

Vision and Scope:
Phil Grigg tabled the discussion. The updated document was not received at this time. The Vision and Scope document will be distributed for review.

Issues:
Susie Smith, SAO, informed the group that SAO was preparing to create an independent Windows 2000 forest until they participated in the Steering Committee. However, the recent work and information provided by the Windows 2000 Steering Committee, have prompted SAO to reassess a separate forest approach.

Lance Calisch is in the process of creating an issues log that will be presented to the steering committee for review on a recurring basis.

Other:
Gregg Ardnt, DOP, approached Jim Slender, DOT, regarding DOT participation in the project. Gregg has also outlined the business case for Windows 2000 to DOP Management.

Mike McVicker suggested establishing an e-mail venue for questions and answers. The idea will be discussed in the context of a communication plan before a decision is made.

Peg Souders suggested in the future providing a Windows 2000 orientation/presentation for State agencies and other state entities. This would provide an opportunity for communication at the business and technical levels to promote a better understanding of the strategic value and potential uses of Windows 2000 architecture in the State.

Lance Calisch will review the Steering Committee charter for comment. A vote for ratification of the charter will be called at the next meeting.

The next meeting is Friday February 2nd at 9:00 a.m. in Room 204 GA Building